DRAFT

State of Washington Release 2 End User Training Curricula

| | | | | | Decentralized Agency Roles | | | | | | | | | | | | | | | | | | |
|---|----------------------------------|-------------------|------------------|---|----------------------------|-----------|---------------------|-------------------|-----------------------|------------------------|--------------------------|-----------------------------|--------------------------------------|--|----------------|---------------------------------|-----------------------------|---------------------|---------------------------------------|---|--------------------------------------|--------------------------------|------------------|
| CBT - Computer Based Training or Demonstration (Designed to show users how to nagivate through the system in an easy to follow format such as Electronic Learning Network (ELN) ILT - Instructor Led Training (Hands on training that includes presentations, training materials, training exercises) PL - Production Lab Support (Designed to support users to use the system supported by Job Aids) PRES - Presentation (Designed for large audiences; includes presentation and question and answer) Course Name | Delivery Method | Training Hours | Training Days | Conditional (C) Optional (O) Required (R) | | Recruiter | Recruiter (Limited) | Recruiter Support | Requisition Requestor | Manager as a Recruiter | Compliance Administrator | Decentralized Administrator | Recruitment Data Entry Administrator | Job Seeker/Applicant (internal and external) | Employee (ESS) | Agency Grievances Administrator | Agency Grievances Processor | Grievances Inquirer | Agency Position Profile Administrator | | Security Authorization Administrator | Security User ID Administrator | Security Auditor |
| HRMS Release 2 Training Curricula | | | | | | | | | | | | | | | | | | | | | | | |
| Release 2 Overview Workshop | PRES | 2 | 0.25 | 0 | 1 1 | 2 | 2 | 2 | | | 2 | 2 | | | | | | | | 1 | | \Box | \Box |
| Recruiting Process | CBT | 0.5 | 0.01 | 0 | | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | | | | | | | | | |
| E-Recruiting* | ILT | 24 | 3.0 | R | | 24 | 24 | 24 | | | 24 | | | | | | | | | | | | |
| State of Washington Job Seeker | CBT | 2 | 0.3 | 0 | | 2 | 2 | 2 | | | | | | 2 | | | | | | | | | |
| Grievance Tracking* | ILT | 4 | 0.5 | R | | | | | | | | | | | | 4 | 4 | | | 1 | | | |
| Qualifications Catalog Management | PL | 2 | 0.3 | 0 | | | | | | | | | | | | | | | 2 | 1 | | | |
| Employee Self Service (ESS) Access | CBT | 1 | 0.0 | 0 | | | | | | | | | | | 1 | | | | | | | | |
| Agency Security Administrator Workshop** | PRES | 4 | 0.5 | R | | | | | | | | | | | | | | | | | 4 | 4 | 4 |
| Pre-Requisites | | | | | | | | | | | | | | | | | | | | | | | |
| Excel (All) | ILT | 4 | 0.5 | С | | | | | | | | | | | | | | | | | | | |
| HRMS Basics & Reporting (Grievances) | ILT | 4 | 0.5 | R | | | | | | | | | | | | 4 | 4 | 4 | 4 | | | | 4 |
| TOTAL TRAINING HOURS BY ROLE | | 45 | 5.87 | | | 29 | 29 | 29 | 1 | 1 | 27 | 3 | | 3 | 1 | 8 | 8 | | | | 4 | 4 | 8 |
| *Required for at least 1 key user per agency to attend | | | | | 1 | | | | | | | | | | | | | | | | | | |
| **Coordinated by Agency Deployment Team/Client Service | e Managers | | | | | | | | | | | | | | | | | | | | | | |